

**UNITED STATES DISTRICT COURT
DISTRICT OF MINNESOTA**

202 U.S. COURTHOUSE
300 SOUTH FOURTH STREET
MINNEAPOLIS, MN 55415

RICHARD D. SLETTEN, CLERK
(612) 664-5026

**NOTICE TO APPLICANTS FOR THE POSITION OF
PART-TIME UNITED STATES MAGISTRATE JUDGE
AND INSTRUCTIONS FOR FILING APPLICATION**

By filing the attached official application form by Friday, July 26, 2002, applicants will be considered for the part-time U.S. Magistrate Judge position that is currently vacant in Bemidji, Minnesota. A Merit Selection Panel appointed by the court will recommend a list of 3-5 applicants it finds best qualified, and the Court will appoint from the list provided by the Panel.

Applicants must complete the official application form provided by the Clerk of the U.S. District Court. The original and 6 copies of the official application form and of all attachments thereto must be received by the Clerk at the address listed in this letterhead no later than the close of business (5:00 p.m.) on **Friday, July 26, 2002**. Applications must be typed and delivered or mailed to the Clerk of Court in a sealed envelope marked "Personal and Confidential"; Attn: Merit Selection Panel. Filing by facsimile, disk, or any format other than the actual official application form provided by the Clerk is not allowed.

Individuals selected for interview may be required to appear on unavoidably short notice. Following the Panel interviews, the Panel will compile a list of 3-5 candidates it feels are best qualified and submit that list to the Judges of the U.S. District Court.

The procedures to be followed by the Merit Selection Panel prohibit ex parte communications between applicants or potential applicants and members of the Panel. Letters in support of applicants, although not required or encouraged by the Panel, and any other written or oral communications regarding an applicant must be directed to the Panel in care of the Clerk of Court who will provide copies to all Panel members. If the Panel wishes to contact former employers, colleagues, or individuals other than those listed by an applicant as references; the applicant's approval will be obtained in advance by the Clerk.

The current salary of this position is \$3,477 per year. Upon the approval of the Judicial Conference of the United States, the annual salary will be increased to \$11,529 effective October 1, 2002. U.S. Magistrate Judges are appointed for a term of four years, and may be re-appointed to successive terms.

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UNITED STATES MAGISTRATE JUDGE APPLICATION

All questions must be answered. Attach additional sheets if necessary and list question numbers.
DO NOT USE THE BACK SIDE OF PAGES. A resume or cover letter may be attached if desired, but references to a resume or attached correspondence are not considered a satisfactory response to a question on this application.

GENERAL

1. Full Name: _____ S.S.# _____
2. All other names by which you have been known: _____
3. Office Address: _____
City/State/Zip: _____ Telephone: () _____
4. Residential Address: _____
City/State/Zip: _____ Telephone: () _____
5. Place & Date of Birth: _____
6. Length of Residence in Minnesota: _____
7. If you are a naturalized citizen, please state the date and place of naturalization:

8. Military Service:
Branch _____ Dates _____

Rank/Rate at Discharge: _____
Type of Discharge: _____

If still a reserve or national guard member, please give service, branch, unit and present rank.

9. Are you related by blood or marriage to any judge or magistrate judge of this court? If so, give name(s) and relation: _____

HEALTH

10. What is the present state of your health? _____
11. Do you have any disability, serious illness or condition that would prevent you from performing the essential functions of the position of magistrate judge? _____

12. Have you in the last 10 years been hospitalized due to injury or serious mental or physical illness or drug or alcohol addiction, or been prevented from working or otherwise incapacitated for a period in excess of 10 days due to injury or illness, drug or alcohol addiction? If so, give the particulars, including the causes, the dates, the places of confinement, and the present status of the conditions which caused the confinement or incapacitation. _____

13. Do you have any visual or hearing impairment or other mental or physical impairment that would affect your ability to perform the duties of a magistrate judge? If so, please describe the impairment and how your impairment could be accommodated to allow you to perform the duties of a magistrate judge. _____

EDUCATION

14. Colleges and universities attended, dates, and degrees:

_____	_____	_____
_____	_____	_____
_____	_____	_____

15. Continuing legal education courses completed within the last 3 years:

HONORS

16. Were you a member of law review? Yes _____ No _____

If yes, describe role: _____

17. If you have published any legal books or articles, please list them giving citations and dates:

18. List any honors, prizes, or awards you have received: _____

PROFESSIONAL ADMISSIONS

19. List all courts (including state bar admissions) and administrative bodies having special admission requirements in which you are presently admitted to practice, giving the dates of admission in each case:

Court or Administrative Body	Date	License No.
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

LAW PRACTICE

20. State the names, dates, and addresses of all law firms with which you have been associated in practice; and of all governmental agencies or private business organizations in which you have been employed, periods you have practiced as a sole practitioner, and other prior practice:

Position	Firm Address	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

21. Describe the general nature of your current practice including any legal specialties which you possess and your typical clients. Additionally, if your practice is substantially different now than previously, please give details of prior practice:

22. a) Do you regularly appear in court? _____

b) What percentage of your appearances in the last five years were in:

1. Federal Courts _____
2. State or Local Courts of Record _____
3. Administrative Bodies _____
4. Other _____

23. During the last five years, what percentage of your practice has been trial practice? _____%

How frequently have you appeared in court? _____ times per month.

How frequently have you appeared at administrative hearings? _____ times per month.

What percentage of your practice involving litigation has been:

Civil _____

Criminal _____

_____ _____

_____ _____

List the cases you have tried to conclusion in courts of record during each of the last five years, including whether you were sole, associate, or chief counsel. Give citations of any reported cases.

24. Summarize your courtroom experience prior to the last five years:

25. List the names and addresses of adversary counsel against whom you have litigated your primary cases over the last five years:

PUBLIC OFFICE

26. Have you ever run for, or held, public office? If so, give details. _____

PRIOR JUDICIAL EXPERIENCE

27. a) Have you ever held judicial office or been a candidate for judicial office? If so, please state the courts involved and the dates of service, or dates of candidacy. _____

b) Prior quasi-judicial service:

Name of Agency _____

Position held _____

Hearing what issues _____

Number of cases adjudicated _____

Dates of service _____

BUSINESS INVOLVEMENT

28. a) If you are now an officer, director, or otherwise engaged in the management of any business enterprise; state the name of such enterprise, the nature of the business, the nature of your duties, and whether you intend to resign such position immediately upon your appointment to judicial office. _____

b) Since being admitted to the Bar, have you ever engaged in any occupation, business, or profession other than the practice of law? If so, please give details, including dates.

c) State whether during the past five years you have received any fees or compensation of any kind, other than for legal services rendered, from any business enterprise, institution, organization, or association of any kind. If so, identify the amount and source of such compensation, the nature of the business enterprise, institution, organization, or association involved; and the dates such compensation was paid. _____

29. Have you ever been arrested, charged, or convicted for violation of any federal law, state law, county or municipal law, regulation or ordinance? If so, please give details. Do not include traffic violations for which a fine of \$200 or less was imposed, unless it also included a jail sentence. _____

30. a) Have you ever been sued by a client? If so, please give particulars. _____

b) Have you or your professional liability insurance carrier ever settled a claim against you for professional malpractice? If so, please give particulars, including amounts involved.

31. Have you ever been charged in any civil or criminal proceedings with conduct alleged to involve moral turpitude, dishonesty, and/or unethical conduct? If so, please give particulars, including the amounts involved. _____

32. Have you ever been disciplined or cited for a breach of ethics or unprofessional conduct by any court, administrative agency, bar association, or other professional group? If so, please give the particulars. _____

33. Have you ever failed to file appropriate and timely tax returns as required by federal, state, local, and other government authorities? Yes _____ No _____ If yes, please explain.

34. Do you have any liens or claims outstanding against you by the Internal Revenue Service? Yes _____ No _____ If yes, please explain. _____

PROFESSIONAL AND OTHER ACTIVITIES

35. a) List all bar associations and legal professional societies of which you are a member, and give the title and dates of any office you have held in such groups and committees to which you belong(ed). _____

- b) List all organizations and clubs, other than bar associations and professional societies identified above, in which you have been a member during the past ten years, including the titles and dates of any offices you have held in each such organization. _____

SUPPLEMENTAL INFORMATION

36. State any achievements, actions, or accomplishments that demonstrate your commitment to equal justice under law. _____

37. State any additional education or other experiences you believe would assist you in holding judicial office. _____

38. State any other pertinent information reflecting positively or adversely on you which should be disclosed to the United States District Court and the selection panel in connection with your possible appointment as United States Magistrate Judge. If none, so state. Do not leave blank. _____

39. List five individuals as references who are familiar with your abilities and personal character.

Name	Address
(1) _____	_____ _____ _____ Phone # _____
(2) _____	_____ _____ _____ Phone # _____
(3) _____	_____ _____ _____ Phone # _____
(4) _____	_____ _____ _____ Phone # _____
(5) _____	_____ _____ _____ Phone # _____

CONFIDENTIALITY STATEMENT

This form will be kept confidential and will be examined only by members and staff of the Merit Selection Panel and the Judges of the U. S. District Court. The individuals whom you have listed as references above may be contacted by the Panel; but no other employers, colleagues, or other individuals will be contacted without your prior approval. If selected for the position, the information you provided will be furnished to the FBI and the U.S. Internal Revenue Service as part of required pre-appointment investigation procedures.

I declare under penalty of perjury that the foregoing is true and correct. Executed on:

_____	_____
Date	Signature of Candidate